

Approved Meeting Minutes

Middle School Building Committee Meeting

August 11, 2014 – 8:15 a.m.

BOE Conference Room, 3rd Floor Annex Building

5 Linsley Street, North Haven, CT

Committee Members in Attendance:

Goldie Adele, Michael Brandt, Miriam Brody, Lou Coppola, Sr., Gary Johns (committee chairman), David Mikos, Dyann Vissicchio (committee vice-chair), Walter Nester, Jr.

Others in Attendance:

Dr. Robert Cronin, Phil Diana, Jeffrey Donofrio, Phil Piazza

Meeting called to order at: 8:15 am by chairman, Gary Johns.

1. Approval of Minutes: None
2. Old Business: None
3. New Business: None
4. Correspondence: None
5. Discussion and vote on Phase II & III Environmental Services consultant.

Chairman Gary Johns explained to the Committee members that he, Joe Porto and Jeff Donofrio met with the four lowest bidders on the Phase II and III Environmental Services consultant. Attorney Donofrio added that we needed to discuss details with each bidder because the documents alone could not be relied upon to make sure all aspects of the bids were clarified. For example BL Companies did not include a cost for onsite oversight detail of the abatement process. It listed its hourly rates and daily rates, but this made it difficult to determine the ultimate cost of its bid. Langan set out \$15,700 for onsite oversight. It was the lowest bidder, but even with the possibility of increased costs for onsite oversight if the project required more abatement, Langan would still be the lowest bidder. BL Companies did the pre-referendum work, but the Committee felt that there was no reason to pay \$30,000 more for its services. Mike Brandt made a motion to award Langan the contract for post-referendum services at a cost of \$85,855.00, including an allowance of Phase III and remediation

oversight. Goldie Adele seconded the motion. The committee approved the motion unanimously. Attorney Donofrio will send the Phase II and III Environmental Services contract to Langan for execution.

6. Discuss interview questions for Construction Manager finalists.

The Committee then discussed the proposed interview questions for the Construction Managers. Dave Mikos questioned how much different than the pre-referendum estimated budget could the costs come in during the design development phase. Attorney Donofrio indicated that the companies will get the budgeted prices, but will start to refine cost estimates. Some proposals will be higher, some will be lower. The goal would be that the overall budget balances or stays below the estimates. Attorney Donofrio explained that in the Spring of 2015 a peer review of the documents and design will be conducted to get more rapid approval from the State, to minimize delays and to assist with the value engineering side. Dyann Vissicchio questioned how these proposals and budget amounts would be monitored. Jeff Donofrio explained that the owner's representative would be responsible for keeping track of line items and preparing monthly reports for the Committee. The bidding process will not begin until after April 2015. The Finance Department of the Town of North Haven also is able track spending through its purchase order system.

The Committee reviewed the proposed questions for the CM. Phil Diana asked about whether the project would be subject to the town's ordinance regarding ten percent of the project going to North Haven companies. Attorney Donofrio explained that the procurement of the CM is not subject to the ordinance. Dave Mikos asked about the amount of staff from the CM would be on site. Attorney Donofrio explained that the project manager would spend the most time on the site, but would also be processing significant paperwork at the office with the possible assistance of a project engineer. Phil Diana asked whether the CM finalists would indicate their plans for phasing the projects on the site. It was decided that this was an appropriate additional question to ask the finalists. The four finalists would submit its proposals by Friday. The proposals can be picked up at the police station after Friday afternoon.

The finalists will be interviewed and then the Committee will score based upon a matrix for the request for proposal interviewees.

7. Assign reference checks for Construction Manager finalists.

The Committee assigned members to conduct telephone interviews of two references for each of the four finalists. Interview questions were discussed and Chairman Johns would prepare the suggested questions and send the interview questions to the Committee members. David Mikos will interview the references for Gilbane. Goldie Adele will conduct the interviews of O & G references. Lou Coppola will conduct the interviews of Turner. Mike Brandt will conduct the interviews for Fusco.

A site visit of the school in East Hartford to evaluate the HVAC system will occur at 1:00 on Thursday, August 14.

8. Adjournment

Dyann Vissicchio made a motion to adjourn. Mike Brandt seconded the motion. The meeting was adjourned at 9:15.

The next meeting will be at 8:15 on August 18 at the conference room in the administrative offices of the North Haven High School.

Respectfully submitted,

Michael Brandt, Acting Committee Secretary